

INSTRUCTIONS REGARDING ATTACHMENTS SCHOOL NUTRITION PROGRAMS

Attachment A - Income Eligibility Guidelines for School Food Authority (SFA) Officials

Keep this attachment at the SFA for use in determining household eligibility for free or reduced price meals throughout the applicable program year. Do not send this attachment to families.

Attachment B1, B2, and B3 - Parent Letter and Application

Choose the appropriate attachment for your SFA's program. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. The instructions for each type of application designate which changes do not need prior approval. Agencies that are beyond their base year for one of the special provisions do not need to gather applications. Residential Child Care Institutions that have day students need to utilize an application for the day students, but use the roster (Attachment E) for the residential children.

B1 is for pricing programs – those that charge students for lunch and/or breakfast.

B2 is for nonpricing programs – those that do not charge students for either lunch or breakfast.

B2 is for pricing special milk where applications for free milk are accepted.

Attachment C - Sample Notification Letter

This attachment is to be used to notify households in the District that completed an application and were approved for free or reduced price meals. This is for pricing School Lunch and/or School Breakfast or Option 2 in Special Milk. Fill this out just as you will use it for the households. Other agencies can disregard this. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use an electronic system, send along a copy of the letter the electronic system prints out.

Attachment D - Sample Notice of Direct Certification

Fill out this attachment to notify families they are directly certified for free meals as it will be used for the households in the SFA if the program is a pricing School Lunch and/or School Breakfast or Option 2 in Special Milk. Other agencies can disregard this. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use an electronic system, send along a copy of the letter the electronic system prints out.

Attachment E - Prototype Roster for RCCIs only

If the SFA has a site that is a residential child care institution, this roster applies. It shows the kind of information that must be available for each child whose meals are claimed for reimbursement. This is a prototype only - it should not be filled out with children's names for submission with application. That information is kept on file at the SFA. If the SFA uses an electronic format, a sample should be sent in (with children's names blocked out) in order to show that the correct information is maintained and available.

Attachment F - Verification and On-site Monitoring Plan

This attachment enables the SFA to plan for completion of these required procedures and put it on the calendar of the responsible person. Complete the document and send it in with the Part 1 Application. If part of the process does not apply to your SFA, there is a box to check to indicate that. Numbered memos NSLP 51.5 (Guidance for Verification of Applications), memo 52 (On-Site Review Worksheet), and memo 36 (Update to the Afterschool Snacks) will explain verification and on-site monitoring responsibilities, respectively.

Attachment G – Information Update

- This attachment gathers information that needs to be updated or verified annually or that changes frequently. Complete the form and return with the application.
- **Determining/Hearing Officials:**
 - Nonpricing programs do not need a hearing official.
 - Enter the names and titles of the two different officials who will determine the eligibility of applicants for free and reduced price meals and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official.

Attachment H – Annual Severe Need Breakfast Determination

This attachment explains how the SFA can determine if the sites are eligible for severe need breakfast rates. The electronic worksheet can be accessed from the CANS website. Complete on line, print out, and return with the agreement. Contact CANS for a copy of the worksheet to be emailed to you if you cannot access it electronically.

Attachment I - Annual Financial Statements and Audit Requirements

This attachment is required annually. Public districts submit this electronically to the Office of Finance and Management and do not need to submit it again with this application.

Attachment J - Attestation Statement for Meal Pattern and Dietary Specification Compliance

This is a new form required annually to provide assurance that the SFA is following the new meal pattern requirements. Review, complete, sign, and submit with Part 1 and other attachments.

Attachment K - State Issued Public Release

Child and Adult Nutrition Services will submit the public release to newspapers across the state about free and reduced price meals and/or free milk. The SFA will need to submit its own release only if the policy statement differs from the attachment and has been approved by Child and Adult Nutrition Services.